

Instructions for Immigrant Visa Applicants

Standard NVC Processing

Overview

Introduction

The applicant has been registered with the National Visa Center (NVC) to apply for a visa to immigrate to the United States. If the NVC has contacted the applicant to begin Applicant Document Processing, the applicant must now obtain the documents required for an immigrant visa.

If the applicant has been contacted by the NVC to submit documentation

After the NVC has contacted the applicant, the applicant is responsible for gathering documents and completing forms. At this time, the NVC only requires certain forms and documents. Other forms and documents will be submitted by the applicant to the processing US Embassy/Consulate.

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Documents The Applicant Needs To Return To The NVC

Application for Immigrant Visa and Alien Registration, Form DS-230 Part I

Background	The DS-230 Part I contains questions regarding specific biographical information required for the immigrant visa.
Who completes the form	The applicant and each family member that is eligible to travel to the United States with the applicant under this visa classification is required to complete the DS-230 Part I.
Downloading the forms	<p>Download the Application for Immigrant Visa and Alien Registration, Form DS-230, by clicking on the link below.</p> <ul style="list-style-type: none">• Form DS-230 (http://www.state.gov/documents/organization/81807.pdf), Application for Immigrant Visa and Alien Registration <p>In order to download forms, you will need to have a recent version of Adobe Reader installed on your computer. If you do not have Adobe Reader on your computer, please visit http://www.adobe.com/. There is no charge to download Adobe Reader.</p> <p>Please note that you may receive a “file corrupted” error message if you are using an older version of Adobe Reader.</p>
Completing the form	Please fill out the DS-230 Part I. If a question does not apply to the applicant then the applicant must mark it with “N/A”.
Questions	If the applicant has any questions on completing the DS-230 Part I, please contact the NVC. The NVC’s contact information is located on NVC’s contact section.
When complete	Please send the completed DS-230 Part I forms to the NVC along with any other documents requested in this information packet. Please use the envelope supplied by the NVC when returning the information.

Photocopy of valid passport biographic data page

Which applicants	The applicant and each applicant that is traveling together with the applicant must submit a photocopy of the biographic data page from the respective valid passport.
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What to send

Submit a **photocopy** of the biographic data page of the applicant's and the applicant's individual family members' **valid** passports. This is the page that shows the applicant's name and date and place of birth.

Note: Do NOT send the applicant's passport(s) to the NVC, just the photocopy of the biographic data page.

Documents The Applicant Needs to Obtain

Note: Do not send the documents in this section to the NVC. The applicant must submit them at the time of the applicant's immigrant visa interview.

Document requirements The applicant and each family member who will accompany the applicant to the United States will need to obtain the following ***original documents*** or ***certified copies of the documents*** listed in this section from an appropriate authority (the issuing entity).

- [Birth certificate](#)
- [Court and prison records](#)
- [Deportation documentation](#)
- [Marriage certificate](#)
- [Marriage termination documentation](#)
- [Military records](#)
- [Passport](#)
- [Police certificate\(s\)](#)

All documents that pertain to the applicant's petition are required, even if they were previously submitted to the CIS with the applicant's petition.

Translations Applicants must obtain English language translations of any documents that are written in another language.

The translation must include a statement signed by the translator that states that the:

- Translation is accurate, and
 - Translator is competent to translate.
-

Birth certificates

Each applicant will need to obtain an original birth record (or a certified copy of the original, obtained from the issuing government authority).

The certificate must contain the:

- Person's date of birth
 - Person's place of birth
 - Names of ***both*** parents, and
 - Annotation by the appropriate authority indicating that it is an extract from the official records
-

**Unobtainable
birth
certificates**

The applicant's birth record may not be obtainable. Some reasons are listed below:

- The applicant's birth was never officially recorded.
- The applicant's birth records have been destroyed.
- The appropriate government authority will not issue one.

Please obtain a certified statement from the appropriate government authority stating the reason the applicant's birth record is not available. With the certified statement the applicant *must* submit secondary evidence. For example:

- A baptismal certificate that contains the date and place of birth, as well as both parents names (providing the baptism took place shortly after birth)
- An adoption decree for an adopted child
- An affidavit from a close relative, preferably the applicant's mother, stating the date and place of birth, both parents names, and the mother's maiden name.

Note: An affidavit must be executed before an official authorized to take oaths or affirmations. More specific information is available from the NVC.

Court and prison records

Applicants who have been convicted of a crime must obtain a certified copy of each court record and any prison record, regardless of the fact that he or she may have subsequently benefited from an amnesty, pardon or other act of clemency.

Court records should include:

- Complete information regarding the circumstance surrounding the crime of which the applicant was convicted
- The disposition of the case, including sentence or other penalty or fine imposed

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Documents The Applicant Needs to Obtain, Continued

Note: Do not send the documents in this section to the NVC. The applicant must submit them at the time of the applicant's immigrant visa interview.

Police certificates

Each applicant aged 16 years or older must submit police certificates. The table below will assist in determining from where an applicant must obtain police certificates.

Note: Present and former residents of the United States should NOT obtain any police certificates covering their residence in the U.S.

IF the applicant...	AND...	THEN the applicant needs a police certificate from...
is living in their country of nationality at their current residence for more than 6 months	is 16 years old or older	the police authorities of that locality.
lived in a different part of their country of nationality for more than 6 months	was 16 years or older at that time	the police authorities of that locality.
lived in a different country for more than 12 months	was 16 years or older at that time	the police authorities of that locality.
was arrested for any reason, regardless of how long they lived there	was any age at that time	the police authorities of that locality.

The police certificate must:

- Cover the entire period of the applicant's residence in that area, and
- State what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case of which there is a record.

Note: Police certificates from certain countries are unavailable. More specific information is available from NVC, the nearest United States immigrant visa processing post, or online at:

<http://travel.state.gov/visa/reciprocity/index.htm> .

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Documents The Applicant Needs to Obtain, Continued

Note: Do not send the documents in this section to the NVC. The applicant must submit them at the time of the applicant's immigrant visa interview.

Deportation documents

Applicants who have previously been deported or removed at government expense from the United States must obtain Form I-212, Permission to Reapply after Deportation, from the [U.S. Citizenship and Immigration Service](#), or from a U.S. Embassy or Consulate, and follow the instructions included on that form.

Military records

Persons who have served in the military forces of any country must obtain a copy of their military record.

Note: Military records from certain countries are unavailable. More specific information is available from NVC, the nearest United States immigrant visa processing post, or online at:
<http://travel.state.gov/visa/reciprocity/index.htm>.

Marriage certificate

Married applicants must obtain an original marriage certificate, or a certified copy, bearing the appropriate seal or stamp of the issuing authority.

Note: Marriage certificates from certain countries are unavailable. More specific information is available from NVC, the nearest United States immigrant visa processing post, or online at:
<http://travel.state.gov/visa/reciprocity/index.htm>

Termination of prior marriages

Applicants who have been previously married must obtain evidence of the termination of **EACH** prior marriage. Evidence must be in the form of original documents issued by a competent authority, or certified copies bearing the appropriate seal or stamp of the issuing authority, such as:

- **FINAL** divorce decree
 - Death certificate
 - Annulment papers
-

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Children Who Are About To Reach 21 Years Of Age

Important Information

If the applicant has children who intend to immigrate with the applicant to the United States, or to join the applicant in the United States at a later date, please read this important information.

In order to immigrate with the applicant to the United States, or to follow the applicant at a later date, the applicant's children **must** be:

- Unmarried
- Eligible to be listed under the applicant's visa classification, and
- Under the age of 21 at the time they enter the United States.

Note: Children of mothers, fathers or spouses of United States citizens, must have separate immigrant visa petitions filed on their behalf.

Children who will turn 21 within 60 days

If any of the applicant's children will turn 21 within 60 days, please contact the NVC immediately. The NVC's Contact Information is available at [NVC's contact](#) section.

Note: If visas will be available in the applicant's category prior to the applicant's son or daughter's birthday, we will expedite processing of the applicant's case in order to ensure that the applicant's son or daughter will be able to immigrate with the applicant. Unfortunately, we cannot assist the applicant if visas are not available in the applicant's category prior to the applicant's son or daughter's birthday.

Failure to notify NVC

Failure to notify NVC that the applicant have a child who will turn 21 could result in that child being above the legal age at the time the applicant's visa is issued. In that event, the applicant will be required to file a separate petition for the applicant's child after the applicant immigrate, and the applicant's son or daughter will face a waiting period before he or she will be eligible for visa processing.

What Happens Next?

Overview The table below provides the applicant with an overview of the steps that take place once the applicant have obtained all the applicant's documents and have completed the necessary forms.

Step	Action
1	Mail all requested information (DS-230 Part I and the photocopy of the passport biographic data page) to the NVC.
2	The petitioner in the applicant's case has been sent instructions concerning completion of the Affidavit of Support (form I-864) and supporting documents needed for financial sponsorship. The applicant may want to contact the applicant's petitioner to ensure that these documents are completed and returned to NVC as directed.
3	The NVC will complete all necessary administrative processing of the applicant's immigrant visa application. The applicant may be requested to provide additional information if the applicant has incomplete or are missing documents.
4	Once NVC has finished administrative processing, the applicant's immigrant visa file will be sent to the United States Embassy or Consulate. The applicant will be notified by mail when this occurs.
5	Approximately one month before the applicant's scheduled interview appointment with a consular officer, the applicant will receive an appointment letter containing the date and time of the applicant's visa interview along with instructions for obtaining a medical examination.

Interview The applicant will need to bring all original documents or certified copies of all applicable documents listed in the [Documents The Applicant Needs to Obtain](#) section to the visa interview.

When to call or write The NVC cannot guarantee how long it may be before the applicant is scheduled for an appointment for a visa interview. Please call or write to the NVC if the circumstances of the applicant's application have changed. For example:

- Change of address
- Change of marital status
- Death of petitioner
- Birth or adoption of additional children, or
- NVC has requested additional information

Note: The NVC's Contact Information is available at [NVC's contact](#) section.

NVC Contact Information

If you have specific questions about a case, please contact the NVC. **E-mail is the NVC's preferred method of communication.**

By E-mail

The NVC's e-mail address is NVCINQUIRY@state.gov.

In order to ensure a prompt response:

- The Subject Line of the e-mail should be the relevant NVC Case Number.
- Provide the applicant's name and date of birth and the petitioner's name and date of birth.
- If you are an attorney, include the name of the law office requesting the information.
- If the petition is employment-based, include the company/organizational name.
- Reference only one case per e-mail.

24-hour Information

An automated recorded message system is available twenty-four hours a day, seven days a week to answer case status inquiries (603 334-0700).

Note: This service requires the use of a touch-tone telephone.

Operator Assistance

Telephone operators are available to respond to more in-depth inquiries.

Hours: Monday through Friday from 7:30 AM to 12:00 AM (EST)

Tel: (603 334-0700).

Note: This service requires the use of a touch-tone telephone.

By Mail

National Visa Center

Attn: WC

32 Rochester Ave.

Portsmouth, NH 03801-2909